

MINUTES

INFORMATION TECHNOLOGY PROJECT REVIEW COMMITTEE VIRGINIA INFORMATION TECHNOLOGY INVESTMENT BOARD

March 16, 2005
Richmond, Virginia

MEMBERS PRESENT: James F. McGuirk, II, Chairman
Chris Caine
Len Pomata

MEMBERS ABSENT: Jimmy Hazel
John C. Lee, IV

OTHERS PRESENT: Lem Stewart, Commonwealth Chief Information Officer
Jerry Simonoff, VITA Strategic Management Services Director
Dan Ziomek, VITA Associate Director for Project Management
Paul Lubic, VITA Associate Director for Policy, Practice
and Architecture
Mike Sandridge, VITA Project Management Division
(See Attached Attendance Log)

Call to Order

Mr. McGuirk called the Information Technology Project Review Committee meeting to order at 10:03 a.m. Following a roll call, Mr. McGuirk acknowledged that a quorum of the members was present.

Approval of Minutes

Mr. McGuirk called for approval of the minutes of the February 9, 2005 Committee meeting.

MOTION: A motion was made by Mr. Pomata that the minutes of the February 9, 2005 meeting of the IT Project Review Committee be approved as written. Seconded by Mr. Caine, the motion carried unanimously.

Secretary of Agriculture and Forestry Briefing

Mr. Bill Dickinson, Deputy Secretary of Agriculture and Forestry, briefed Committee members on the responsibilities of the new Agriculture and Forestry Secretariat. He advised that the Secretariat had begun operation in January 2005 and that former Delegate Robert Bloxom had

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been appointed as Secretary of Agriculture and Forestry. Mr. Dickinson explained that the Secretariat is made up of two agencies—the Department of Agriculture and Consumer Services (VDACS) and the Department of Forestry. He then introduced Mr. Don Blankenship, Deputy Commissioner of the Department of Agriculture and Consumer Services, and Mr. Jim Bowen, Assistant State Forester.

Mr. Dickinson reported that these two agencies have a significant economic impact to the State, adding approximately \$47 billion annually to the gross state product. They are responsible for 15% of the jobs (direct and indirect) in the State. The agencies have more than 800 employees at many different locations in the State.

Responding to a question from Mr. McGuirk, Mr. Dickinson advised that the annual budget for the VDACS is \$44 million and \$25 million for Forestry. He discussed the various services to citizens performed in the agencies.

Mr. Dickinson presented the following critical business issues and priorities facing the Secretariat:

- Enhancing opportunities for growth and profitability in the Virginia agricultural and forestry industries;
- Loss and fragmentation of Virginia farmland and forestlands;
- Ensuring a safe and wholesome food supply; and
- Meeting increased demands for services and new technologies in virtually all programs with very limited resources.

Mr. Dickinson advised Committee members of the Secretariat's priority technology initiatives--the Department of Forestry's Integrated Forest Resource Information System and the private Land Mobile Radio Replacement; and VDACS Reengineering/Conversion of Legacy Applications. Discussion followed.

In response to a question about VDACS dependency and inter-relationships with other State agencies for information technology, Mr. Blankenship advised that their relationship with State agencies was on the financial management side. Their primary relationships are with Federal agencies. The same would also apply to the Department of Forestry.

Ms. Shaundra Triggs, VITA Enterprise Service Director for the Commerce and Trade Secretariat and the Agriculture and Forestry Secretariat, briefed Committee members on some additional initiatives recently underway in those Secretariats. Discussion followed.

Secretary of Natural Resources Briefing

Mr. David Paylor, Deputy Secretary of Natural Resources, briefed Committee members on the Natural Resources Secretariat. This Secretariat oversees the Commonwealth's natural and historic resources as directed by Article XI of the Virginia Constitution. The Secretariat is

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composed of seven agencies---the Departments of Conservation and Recreation; Environmental Quality; Game and Inland Fisheries; Historic Resources; as well as the Marine Resources Commission, the Museum of Natural History, Chippokes Plantation Farm Foundation. These agencies have more than 2,000 employees and an annual budget of approximately \$300 million.

Mr. Paylor presented the following top critical business issues faced by the Natural Resources agencies:

- Upholding the provisions of Article XI of the Virginia Constitution to protect the State's atmosphere, lands, and waters from pollution, impairment, or destruction, for the benefit, enjoyment, and general welfare of the people of the Commonwealth.
- Removal of the Commonwealth's waters generally, and the Chesapeake Bay specifically, from the Environmental Protection Agency's list of impaired waters.
- Provide for opportunities for, and enhance the value of, outdoor recreation in Virginia.

Mr. Paylor advised Committee members of two priority IT projects---the Department of Game and Inland Fisheries' Point of Sale Licensing project, and the Virginia Museum of Natural History's Adventure Classroom project. Discussion followed.

In response to a question from Mr. Caine, Mr. Paylor promised to find out approximately how much money was spent annually on licensing and report back to the Committee.

Secretary of Education Briefing

Mr. Peter Blake, Deputy Secretary of Education for Higher Education, briefed Committee members on the Education Secretariat. Mr. Blake advised that the agencies in the Education Secretariat support public education from kindergarten through grade 12 and provide instruction, research, and public service through its colleges and universities. The Secretariat also includes the Library of Virginia, museums and cultural attractions, medical schools, and three cooperative higher education centers.

Mr. Blake advised that all of the entities have an independent governing board responsible for their institution. The Education agencies employ approximately 50,000 workers and have an annual budget of \$11.7 billion. Mr. Blake discussed the various services to the citizens performed by the Education agencies.

Mr. Blake presented the following critical business issues and priorities for the Secretariat:

- Demographic changes---age; race and ethnicity; participation levels.
- Resource demands in a time of scarcity---aging facilities and infrastructure; client demands.
- Changing economy---workforce demands; regional disparity; international competition.

Mr. Blake discussed the following technology initiatives in the Education Secretariat:

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- Education Systems--education information management system; and Web-based SOL technology initiative.
- College and University Systems--student information, financial, human resources; Voice over IP, communications infrastructure, Internet; backup, security, storage; instructional or research.
- Specialized Systems--ticketing systems; and library information systems

Discussion followed. Mr. Blake promised to get additional information back to Committee members to respond more fully to some of their questions concerning the critical issues and technology initiatives which were discussed.

Independent Verification & Validation (IV&V) Review Report

Mr. Mike Sandridge, VITA Project Management Division, briefed Committee members on the status of the IV&V program. He presented background information, reviewed the program development components and phases, and what the program would include. He reported on the initial IV&V review which targeted 21 of the 40 projects reported in the October ITIB Major IT Projects Status Report. Mr. Sandridge then described the next steps in the program. Discussion followed.

Recommended Technology Investment Projects Report

Ms. Constance Scott, VITA Project Management Division, reported on the development status of the Recommended Technology Investment Projects (RTIP) Report to be submitted to the Governor and General Assembly on September 1. She reviewed several documents pertaining to the development of the report, pointing out revisions that had been made at the direction of the Committee members at previous meetings. Committee members discussed the various documents.

Significant changes were requested by Committee members to the Preliminary Business Case Questions and the Project Selection and Ranking Criteria for Major IT Projects. Ms. Scott agreed to revise the documents according to their instructions and resubmit them to Committee members for their comments.

Committee members requested that the RTIP presentation to be given to the IT Investment Board at their April meeting be a concise visual presentation, specifically highlighting the 2005 differences in the report.

Mr. Stewart responded that a draft of the April presentation would be sent to Committee members for their review prior to the April 13 meeting.

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A Refresh of the Commonwealth of Virginia Strategic Plan for Technology

Mr. Jerry Simonoff, Director of VITA Strategic Management Services, advised Committee members of the need to refresh the Commonwealth's Strategic Plan for Technology. He distributed a draft copy of the Plan update to Committee members and provided background information on the original Plan which was developed in September 2002 by the Secretary of Technology. He outlined the four VITA initiatives in the Plan that would be refreshed. He explained that the decision to issue the Plan update in April was to fit into the state's new agency strategic business planning and IT planning cycle, which has those agency plans due June 15.

Mr. Simonoff also advised that the Council on Technology Services would review the draft Plan and provide their comments by March 28. He requested that Committee members submit their comments by April 1, in order that the draft Plan could be submitted to the entire IT Investment Board for their review prior to their April 13 meeting.

Discussion followed on plans to develop a new Strategic Plan for Technology in 2006.

Other Business

Mr. McGuirk explained that because of changes in the scope of the Committee, there was a need to consider a more appropriate name. Following a discussion, Committee members decided to recommend a name change to the IT Investment Board.

MOTION: A motion was made by Mr. Pomata that the Committee make a recommendation to the IT Investment Board to have the Committee's name changed to the Strategic Planning and Review Committee (SPRC). Seconded by Mr. Caine, the motion carried unanimously.

STAFF ACTION: Mr. Caine requested that the appropriate VITA Enterprise Service Directors attend and participate in any future Secretarial briefings.

Mr. Pomata complimented and thanked staff members for their work on the presentations made to the Committee.

Public Comment

There was no public comment.

Adjournment

The meeting was adjourned at 3:10 p.m.

These Minutes were approved by IT Project Review Committee on April 13, 2005.

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ATTENDANCE LOG

<u>Name</u>	<u>Affiliation</u>
Jim Brown	Dept. of Forestry
Jennifer Schreck	Auditor of Public Accounts
Deborah Vaughn	Dept. of Social Services
Fred Norman	CVC
H.F. Jones	
Sheryl Chasse	Eiden Systems Corporation
Nancy Biniase	ESC
Don Blankenship	Dept. of Agriculture & Consumer Services
John Rivers	CISCO Systems
William Dickinson	Secretary of Agriculture & Forestry Office
Tracy Baynard	McGuire Woods Consulting
Chris Whyte	Vectre Corporation
Jo Jo Martin	Virginia Community College System
Rod Willett	North Highland
Don Parr	Bearing Point
Judy Napier	Secretary of Technology Office
Chuck Tyger	VITA
Melissa Mutter	VITA
Judy Marchand	VITA
Linda Hening	VITA
Paul Lubic	VITA
Dan Ziomek	VITA
Constance Scott	VITA
Margaret Reagan	VITA
Roz Whitterspoon	VITA-ITIB
Linda Smithson	VITA
Shaunda Triggs	VITA
Jenny Hunter	VITA